

PJ Name: _____

Subrecipient Name (if applicable): _____

Reviewer: _____ **Date:** _____

The following list of questions can be used to gather initial background information and to guide interviews with program staff. Additional questions may be added to this list.

1. Are written informational materials about the program available?
 - a. Marketing materials for prospective applicants that include a program description
 - b. Information that describes homeowner responsibilities
 - c. Financial information for homeowners (loan terms, assistance levels, etc.)
 - d. Other educational materials
2. Have special conditions been established to target program assistance?
3. Is an initial screening of prospective applicants performed to determine eligibility prior to completing a full application?
4. Do program staff meet with eligible homeowners to inform them of their responsibilities under the program?
5. Do program staff involve the homeowner in the following activities?
 - a. Initial Inspection
 - b. Work Write-Up/Cost Estimate
 - c. Soliciting Proposals for Rehabilitation
 - d. Construction Progress Inspections
 - e. Final Inspection
6. Does the program have relationships with local financial institutions? What level of private funding leverage is being achieved?
7. Are there procedures for notifying applicants of awards and refusals?
8. Are HOME funds used to refinance existing homeowner debt? If so, what are the procedures to ensure that homeowners' (overall housing) costs are reduced?